



JOB DESCRIPTION

JOB TITLE: Associate Planner

DEPARTMENT: Community Development Department

REPORTS TO: Planning Manager

DATE: May, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: December, 1997

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of the Planning Manager, the Associate Planner performs professional planning activities with an emphasis on current planning issues; performs related work as required.

CLASS CHARACTERISTICS: This is a journey level class in the professional planning series, fully competent to perform a variety of planning studies. While this is not a supervisory position, the work may include direction of a less experienced planner or an intern on a specific project. This class is distinguished from the Senior Planner in that the latter provides day-to-day direction of planning activities and is the key staff person on major projects such as updating the General Plan.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Planning Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Review applications for zoning variances or changes, use permits, planned developments, site approvals, etc.
2. Conduct studies, make field investigations, and develop recommendations regarding the processing of such applications.
3. Investigates complaints or inquiries regarding planning or zoning matters and follow-up as required.
4. Assist with the update of the General Plan and long range planning, including the review of zoning amendments affecting the General Plan.
5. Draft, monitor and track development agreements.
6. Confer with property owners, developers, contractors and others regarding planning issues.

7. Confer with and provide professional and technical support to other City staff on planning issues.
8. Updates maps and prepares exhibits using GIS and other systems.
9. Review preliminary designs and building plans and specifications for environmental and zoning implications.
10. Prepare a variety of periodic and special reports, correspondence, draft ordinances, and other written materials, including those meeting specific compliance requirements.
11. Implement the City's residential development control system.
12. Prepare and maintain records.
13. Monitor developments related to planning and zoning matters, evaluate their impact upon City operations and recommend procedural changes.
14. Make presentations to various boards and commissions on planning matters.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in urban planning, architecture, public administration or field closely related to the work.
2. Two years of urban planning experience preferably in a municipal setting.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Must be willing to attend evening meetings of the Planning Commission, City Council and other committees as directed.

Knowledge of:

1. Current principles, practices and techniques of urban planning.
2. Zoning and subdivision principles and methods.
3. Economic forecasting and statistical research methods.
4. Drafting and mapping techniques.
5. Environmental issues as related to the planning process.
6. Applicable local, state and federal laws and regulations.
7. General knowledge of construction engineering, architectural, and landscaping practices.

Skill in:

1. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.

2. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
3. Reading and interpreting maps and specifications.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of common office software including Microsoft Office and GIS/AutoCAD.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent reports, correspondence, and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 95% indoors and 5% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.